




Self-Enrollment Quick Step Guide for all BLR Catalogs

➤ It is recommended to launch all CBT trainings in Internet Explorer

Step	Action
1.	<p>Navigate to this website to begin: https://hr85.gmis.in.gov/lm90prd/signon.html</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the Self Service link. <i>(If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</i></p> <p></p>
3.	Click the Learning folder link.
4.	Click the Browse Catalog link.
5.	Select the State Personnel Department category/agency link to access the course catalog.
6.	Select the BLR Training Catalog under the Related Categories link.
7.	<p>Select the appropriate category.</p> <ul style="list-style-type: none"> ➤ BLR Manager and Supervisor Catalog ➤ BLR Customer Service Catalog ➤ BLR Health and Safety Catalog
8.	Review the catalog offerings by scrolling up and down the page and using the Next and Previous links in the upper right-hand corner of the screen.
9.	Upon locating the desired training/course, click the course link or the Select link to the right of the course title. <i>(All courses in each catalog are listed in alpha order)</i>
10.	<p>Click the Enroll button to enroll into the course.</p> <p>From this page, you may also:</p> <ul style="list-style-type: none"> • Click the Add to Plan button to enroll at a later time; or Click the View Details button to view additional information about the course.
11.	On the next page, click the Submit Enrollment button.
12.	Web-based training that does not require approval will be available to launch by clicking the Launch link in the bottom-left corner of the screen.

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13.	<p>Click the Launch button to the right of the course.</p> <table><tr><th colspan="4">Table Of Contents</th></tr><tr><th>Title</th><th>Status</th><th>Score</th><th></th></tr><tr><td>Coaching for Superior Employee Performance— Techniques for Supervisors</td><td>Not Attempted</td><td></td><td>Launch</td></tr></table> <p>If you receive a security warning, select the Yes option.</p> <p><i>The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.</i></p>	Table Of Contents				Title	Status	Score		Coaching for Superior Employee Performance— Techniques for Supervisors	Not Attempted		Launch
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14.	<p>Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.</p>												
15.	<p>At the end of the training you will need to pass a quiz in which you will have three attempts to pass.</p> <p>Once you have you passed the quiz you will click the finish button and exit out the training window.</p> <p><i>If you need to retake the quiz hit the retry button.</i></p>												
16.	<p>Once you have completed the course you can log out of PeopleSoft ELM.</p> <p>If you would like to view additional training you can review our other training catalogs in <i>ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog</i></p> <p>If you have any questions please contact the Division of Employee Engagement at SPDtraining@spd.in.gov.</p>												